



REPUBLIC OF THE MARSHALL ISLANDS
OFFICE OF THE PUBLIC SERVICE COMMISSION

P.O.BOX 90 • Majuro Marshall Islands MH 96960 • Office: (692) 625-8298/8498

• Email: pscrmi.recruit@gmail.com • Webpage: pscrmi.net

EA NO: RMI- -25
OPENING DATE: 9/25/2025
CLOSING DATE: 10/9/2025

EMPLOYMENT ANNOUNCEMENT

Ref to CM of 9/8/2025

Position Title:	Secretary of Natural Resources and Commerce	
Grade and Salary (P/L):	Grade: PL-18/1-18/3	Salary: \$46,000.00-\$50,000.00 per annum plus \$6,000 Senior Official Allowance and other benefits
Ministry and Division:	Office of the Chief Secretary	
Location:	Majuro, Marshall Islands	
Reports to:	Chief Secretary	

JOB PURPOSE:

The Secretary is responsible for the functioning of the Ministry of Natural Resources and Commerce; to oversee the sustainable management of national resources and promote economic growth in the Republic of the Marshall Islands. Develop and implement policies, regulations and programs that protect natural assets and foster business development. Encourage and support economic opportunities through agriculture, fisheries, trade investments, tourism, and business innovations

KEY RESPONSIBILITIES:

1. Strategic direction, performance and the overall operation of the ministry
2. Oversight is provided to key programs and projects for effective implementation
3. Annual work plans are prepared and driving program and project activities with linkage to the annual budget and supported by adequate budget provision;
4. Staff appraisal and performance evaluation are well informed by inputs from leadership management and issues for improvement and development are agreed;
5. The Secretary is effective in representing the ministry and the government in assigned national, regional and international meetings and conferences, displaying sound preparation, knowledge and judgement;
6. The Minister is well informed on activities and issues and received sound and appropriate advice as a result;
7. Perform other duties as mandates and assigned

MAIN DUTIES/ TASKS:

- 1.1 Strategic and policy oversight to promote an integrated and coherent management of natural resources, commerce, trade and investment;
- 1.2 Prepare and submit annual reports
- 1.3 Review and analyze the core mandate of the ministry and provide recommendations for improvements through legislation and administrative action;
- 1.4 Coordinate with relevant authorities and stakeholders in developing and maintaining program activities to improve and sustain natural resources of RMI;
- 1.5 Maintain a close working relationship with management from fisheries, copra production, tourism, trade and investment sectors in their operations to ensure that they are in compliance with Government policies;
- 2.1 Planning, development and implementation of a variety of programs and projects for natural resource management and commerce, including directing and coordinating the formulation and promulgation of policies and procedures to effectively and efficiently implement programs and projects;
- 3.1 Development and execution of the annual portfolio budget statements of the ministry;
- 4.1 Overall supervision and management of staff personnel, developing and maintaining training and capacity development needs for staff, support staff appraisal and performance evaluation and ensure compliance of provisions of PSC rules and regulations;
- 5.1 Attend SOE or government board, steering and/or ad hoc committees established by acts or cabinet instruments and other high-level meetings, conferences;
- 6.1 Advise the Minister on key aspects of the ministry, provide reports, policy recommendations and cabinet papers for the Minister;

DESIRABLE REQUIREMENTS:

- Graduated from a recognized and accredited institution of higher education with a Master's degree in Business Administration, Public Administration and/or related fields with a minimum of 5 year working in such capacity.
- Or a minimum of Bachelor degree in Finance, Economics, Accounting, Business administration, Public Administration and related fields with a minimum of 7 years working experience in similar capacity;

Key skills/attributes:

- Literate in computer core operational software and basic database management;
- Experience of financial control and budgeting;
- Effective policy formulation and evaluation skills;
- Excellent verbal and written communication skills;
- Awareness of appropriate government legislations and policies.

Key work expectations:

- Strong understanding of government system, administrations functions and management, strong working knowledge of financial planning and management, prepared and dedicated to work beyond normal hours

- Carry out duties in a strategic manner that emphasizes long-range vision, proactive leadership on key financial issues and policy development that will define and guide the ongoing work of the Ministry, implement national policies accordingly;
- Ability to work to a high standard, often under pressure or in difficult places;
- Knowledge and experience with regard to financial principle and analysis of financial statements;
- Highly motivated with exceptional transformative leadership qualities - strong interpersonal and team-working skills; initiative and a self-reliant, flexible and adaptable attitude; a practical approach to problem solving; capacity to think clearly and analytically;
- Professional work attitude enabler, competent and can multi-task, and able to work in a team/collaborative environment.

FILING INSTRUCTIONS:

Secure application form from the Public Service Commission's Office in Majuro and the Office on Ebeye or application forms can be downloaded from our website-pscrmi.net. For more


information, please contact the email addresses: (pscrmi.recruit@gmail.com).

The Completed application must be received at the Public Service Commission by: **25th of September, 2025**

Issued by the Public Service Commission on this **24th of September 2025.**



Mr. Jendrikdrik Paul
Acting Chairman, PSC



Mr. Almo Momotaro
Commissioner, Personnel- PSC